

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-06-3

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Agency
Maryland State Police

Division/Unit
Human Resources Division- Employment Services Section

Item No.	Description	Retention
06-00	<u>TROOPER APPLICANTS</u> Contains case folders arranged alphabetically by year. Each folder may contain the original application, test results and any other documents which relate to the investigation and qualifications of the applicant.	Retain for five (5) years at Human Resources Division, then transfer to State Records Center for an additional ten (10) years, then destroy.
06-01	<u>CADET APPLICANTS</u> Contains case folders arranged alphabetically by year. Each folder may contain the original application, test results and any other documents which relate to the qualifications of the applicant.	Retain for five (5) years at Human Resources Division, then transfer to State Records Center for an additional ten (10) years, then destroy.
06-02	<u>MEDICAL WAIVERS FORMS</u> Contains an approval from a physician for the applicant to participate in the FFAT arranged alphabetically by FFAT test date. Excludes medical waivers for applicants who have turned in an application.	Retain for five (5) years at Human Resources Division, then destroy locally.
06-03	<u>FUNCTIONAL FITNESS ASSESSMENT TESTS</u> Contains FFAT scores for the applicant arranged alphabetically by test date. Excludes FFAT for applicants who have turned in an application.	Retain for five (5) years at Human Resources Division, then destroy locally.
06-04	<u>INITIAL APPLICANT INFORMATION SHEETS</u> Contains basic initial information about the trooper/cadet applicant arranged alphabetically by year.	Retain for ten (10) years at Human Resources Division, then destroy locally.
06-05	<u>CLASSIFICATION STUDY FILES</u> Contains all classification studies arranged alphabetically by year. Each folder may contain an application and any other documents which relate to the studies of the classification.	Retain for five (5) years at Human Resources Division, then transfer to State Records Center for an additional five (5) years, then destroy.
06-06	<u>CIVILIAN RECRUITING FILES (PERMANENT)</u> Contains all hiring and recruiting information for interested applicants who have applied/processed that were not selected. Arranged alphabetically by individual classification by year.	Retain for five (5) years at Human Resources Division, then destroy locally.

Approved by Department, Agency, Division or Unit Representative

Date: June 16, 2005

Signature: Thomas L. Vondersmith, Jr.

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: AUG 09 2005

Signature: Edward C. [Signature]